



STATE  
OF  
GEORGIA

Application - for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

313-16

PAGE  
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1. Application Date 10/25/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. EP-WS 1		Date Received OCT 31 1973	Date Completed NOV 9 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division, Water Supply Section 303 Health Building, 47 Trinity Avenue SW Atlanta, Georgia 30334		4. Person to Contact Bob Byers	5. Working Title Dir. Water Supply
		6. Tel. No. 656-4807	

7. ACTION REQUESTED : TO AMEND APPLICATION # 61

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1935-present	9. Exact Series Title WATER SUPPLY PLANS FILE
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10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the construction of water supply systems in Georgia cities, counties, and subdivisions.

Included are: construction plans, blueprints, location maps, and supporting descriptive material on specific systems.

File is arranged numerically by plan.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				15	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	147	
FLAT FILES	110	110		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	1
				1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? (see #25)  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (Federal funds are often involved in construction loans) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? (see #25)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

All the plans in this series are original and singular. They are essential for the service and administrative requirements of the water supply systems.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER see below, then:

Cut off series quarterly and send to microfilm contractor; then:

Paper file--destroy when placed on microfilm

Microfilm copy (1)--hold in current files area until obsolete, superceded, or no longer needed for reference

Microfilm copy (2)--retire to State Archives as Vital Records copy

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date <i>10/25/73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee In paragraph 25 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved are:		<i>[Signature]</i>	<i>10/3/73</i>
State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Dyer</i>	<i>11-8-73</i>
SECRETARY OF STATE/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>	<i>11-2-73</i>
STATE RECORDS COMMITTEE		<i>Robert Thell</i>	<i>11-8-73</i>
Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			



RECORDS MANAGEMENT DIVISION  
DEPARTMENT OF ARCHIVES AND HISTORY  
ATLANTA, GEORGIA 30334

MICROFILM PROJECT  
EVALUATION FORM AR-57-72

1. Agency Name and Address:  
Department of Natural Resources  
Water Supply Section, Room 303  
47 Trinity Avenue  
Atlanta, Georgia

FOR RECORDS MANAGEMENT DIVISION USE  
[ ] CURRENT PROJECT [ ] PROPOSED PROJECT  
Date Received: Application No. Date Completed  
DEC 5 - 1973 73-M1 (73-545) DEC 5 - 1973

2. Exact Series Title (From Item 9, Application for Disposition Standard):  
WATER SUPPLY PLANS FILE

3. Attach copy of approved disposition standard for paper file and microfilm file. Attach proposed standard if microfilm file is to be created.

4. This series is proposed for filming in the following format (Check appropriate boxes):

(vital records copy) (office copy)  
[ ] 16mm [ ] 35mm [X] Roll [ ] Jacket [X] Aperture Card [ ] Microfiche  
[ ] Cartridge [ ] COM [ ] Other (Specify):

5. The purpose for filming is as follows (Indicate order of importance by 1, 2, 3, etc., Indicate primary purpose by 1.):

- [1] To reduce the amount of space and equipment required for records storage.
- [ ] Ease of duplication and distribution of multiple copies.
- [ ] To save time and labor in repetitive operations.
- [ ] To reduce computer costs (COM Application).
- [ ] To preserve deteriorating records.
- [ ] To produce film or paper copies.
- [ ] Ease of reference.
- [ ] File integrity.
- [2] Security or vital records protection.
- [ ] Other (Specify):

6. Explain in detail the problem created by NOT filming this record series (Attach additional sheet if needed):

There are seven flat files currently being used to house the subject file series. These files could be replaced by one aperture card file cabinet. This additional space is urgently needed by new employees who are in need of desk space.

7. Records Management Officer (Signature):

Date:

Tel. Ex.:

*John H. ...*

12/3/73

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FOR RECORDS MANAGEMENT DIVISION USE

The herein described microfilm project [X] is approved [ ] is not approved  
[ ] is approved with proviso. (If not approved or proviso specified, see Item 8 below.)

*John H. ...*  
State Records Management Officer (Signature)

12-6-73  
Date

8. Proviso or explanation:

9. Fill in the blanks or check appropriate boxes.

- a. 110 ~~224~~ Cubic feet of this record to be filmed.  
All dates  
b. to present Inclusive dates of the records proposed for filming.  
seven flat  
c. filing cabinet Number and types of filing equipment currently utilized  
for storage of paper file which is proposed for filming.  
as soon as  
d. possible Date proposed to commence filming.

Yes No (Explain yes answers.)

- e. ☒ ☐ Do you propose to contract with a service bureau or commercial microfilm company to accomplish project? Atlanta Microfilm Company  
f. ☐ ☒ Will rearrangement of the file be necessary before filming?  
g. ☒ ☐ Will paper fasteners (staples, etc.) have to be removed before filming? Engineering Plans are stapled.  
h. ☐ ☒ Is paper size, color and stock variable?  
i. ☐ ☒ Are both sides of the documents to be filmed?  
j. ☒ ☐ Are documents to be added to the file after filming? New plans are added on a continuing basis, each requiring microfilming.  
k. ☒ ☐ Is time of the essence in microfilming this file?  
New employees need the space now occupied by the cabinets.  
l. ☒ ☐ Is high-speed information retrieval an important feature of the proposed microfilm file?  
m. ☒ ☐ Are copies to be made from the master negative? State number, type and distribution of copies. Vital Records copy to be filled in Archives.

10. Cost Data (Attach additional sheets if needed):

Itemize grades, salaries and percentage of time of personnel allocated to microfilming this series. Also state square feet of floor space required for present system and proposed system.

List cameras, readers, reader/printers, microfilm storage cabinets, and other microfilm equipment owned or rented by your agency. (Cite manufacturer, model no., reduction ratios, purchase date, purchase price.)

List additional equipment required but not included above.

Explain any other factor which may affect microfilming costs.

11. Use this space for comments and explanations.

IMPORTANT: COMMITMENTS WILL NOT BE MADE TO VENDORS.